



Grace Chapel Tech Team Expectations and Explanations Guide

Members

Age and Maturity

Those who are high school age and older may serve on the tech team.

Roles in Tech Team

New volunteers without any previous knowledge of Audio/Visual (A/V) media are welcome to be trained and serve. There are three main roles for volunteers on the Tech Team:

- Grip:* Responsible for assistance to the tech booth leader and others
- Sound:* Responsible for setting up sound equipment on stage and operating soundboard
- Lights/Media:* Responsible for managing house/stage lights and ProPresenter

Skill in A/V Media

Grip

Volunteers who are scheduled as a grip will help other tech team volunteers. The beginning part of a grip's time on the weekend will be used to assist the sound volunteer in setting up the stage with sound equipment (connecting instrument/electrical cables, setting up microphone/music stands, etc.). Then, during the church service, the grip will assist the lights/media volunteer by managing the ProPresenter presentation that is displayed on the TVs in the lobby.

Sound

Volunteers who are scheduled for sound are responsible for the setup of equipment on stage before service as well as operating the sound board in the sound booth during service. Before service, this includes setting up cables into specific channels, setting up Aviom in-ear monitors, and setup of other instruments (synth rigs, drum kit, bass amp, etc.). During service, sound volunteers are responsible for operating the sound board in the sound booth (mixing, EQ, etc.).

Lights/Media

Volunteers who are scheduled for the role of lights/media are responsible for managing all the lights in the Worship Center as well as the ProPresenter slideshow for lyrics during worship, images during announcements, and pastor's notes during the sermon. The lights/media volunteer will manage the stage lights, house lights, spotlights, and the LED bar lights behind the stage.

Tech Booth Staff

There will also be a tech booth leader overseeing all of the volunteers and ensuring the worship service runs smoothly. This person will be a Grace Chapel staff member.

Time Commitment

Worship Services

One team is scheduled for our Saturday evening service (5:15p) and a separate team for our Sunday morning services (9:15a and 11a), all pulled from the same pool of volunteers. The tech booth leader will be the same person across the weekend. Volunteers are scheduled to serve as they are available, anywhere from one to three times a month.

Worship Rehearsal

Each worship band holds a 90-minute rehearsal the day of their service. On Saturday, the Tech Team must ensure that the stage is set up before the band arrives. This means the call time for the Tech Team is an hour and 45 minutes earlier than the sound check. On Sundays, the stage is mostly set up, so the Tech Team must arrive only 10 minutes earlier than the sound check.

Saturday Team: 1:00p Call Time; 2:45p Sound Check; 3:15p Downbeat; 4:45p Break

Sunday Team: 7a Call Time; 7:10a Sound Check; 7:15a Downbeat; 8:45a Break

After Services

Part of the responsibility of the Tech Team is to stay after the services to clean up/tear down. On Saturday nights a full teardown is not required, but the crucial part is that the Tech Team stay after the service to make any adjustments necessary for Sunday morning. This is to save time for the team and band the next morning. On Sundays, please allow your commitment to last until 1:00pm to do a full teardown.

Team Nights

On the second Friday of every quarter we hold a team night. This is a time for the worship band musicians and tech team personnel to gather for a time of worship, refreshment, encouragement, and instruction. These provide an opportunity to build relationships within our demanding ministry and prevent it from becoming a transactional revolving door of people.

Tools & Resources

Planning Center Online

PCO is the service we use to organize our people, music, rehearsals, and services. It works through your email and allows you access to our music library and schedule. There is a free app available for iOS and Android. View service plans and stream recordings from your device wherever you are. Check the "Notes" section in the songs to see an arrangement overview and helpful directions for each instrument. This can help all tech team volunteers to plan how instruments should be mixed, which lyrics to present, etc.

Scheduling

Block Out Dates

Members serve on an as available basis, which you communicate to the scheduler through Block Out Dates. When you know of a date that you will not be available to serve, enter it in as a block out date in PCO so that the scheduler will not ask you to serve on that date. You may also set up recurring availability like "only available the first and third weekend of each month."

Requests to Serve

Teams are scheduled at least one month in advance. Each scheduled person receives an email request for a date and is committed to respond within one week of the sent request. This allows the scheduler time to find a replacement should you decline the request, and allows your replacement time to prepare. It is vital to the health of our relationships that you respond in a timely manner. If you are not sure about a request to serve, please communicate with us so that we can work together on how to proceed.

Declines

Declines to serve are preventable and should only happen in extreme unforeseen circumstances. Having looked ahead in your personal calendar and submitted any block out dates, you will only be requested to serve on dates you have left unblocked.

Attire

We desire to present a welcoming atmosphere and dress to reflect our church family, while keeping practicality in mind. Attire can be fairly relaxed while presenting a clean and put together look. Please refrain from wearing large graphics, logos, sports teams, and characters. Tech team members should wear well-kept clothing, preferably in dark colors. Shorts are acceptable, but please refrain from wearing active wear. Every volunteer will be given a personalized badge on a lanyard. Please wear this badge when you are serving on the tech team.